



# **MINUTES**

## **Leesburg Executive Airport**

### **October 10, 2002**

#### **Discussion Notes:**

The October meeting of the Leesburg Executive Airport Commission was held in the terminal building of the Airport, 1001 Sycolin Road SE, Leesburg, Virginia.

**Commission Members Present:** Mr. Stephen Axeman, Chairman, Mr. Sidney Lissner, Vice-Chairman, Mr. Stanley Caulkins, Mr. Bill Whyte, Mr. Robert Jones, Mr. Roy Steinfort

**Commission Members Absent:** Mr. Robert Zoldos, Councilmember, Mr. Dave Burton

**Staff Present:** Mr. Doug McNeeley, Airport Director, Mr. Terry Brant, Sr. Airport Maintenance Technician, Ms. Jackie Seipel, Airport Administration Associate

#### **I. Call to Order**

Mr. Stephen Axeman called the meeting to order at 7:30 pm.

#### **II. Approval of Minutes**

Motion to approve minutes as amended was made by Mr. Roy Steinfort. Motion was seconded. All were in favor, motion carried.

#### **III. Chairman's Opening Remarks:**

To date the Director has not received many comments in writing about the draft hangar lease. Please send the Director your comments in writing.

**IV. Petitioners:** None

**V. Committee Reports:**

**Economic Development** / Stanley Caulkins / None

**Operations** / Roy Steinfort

- Mr. Steinfort is concerned with the type of fire extinguishers provided by the town in the aircraft hangars. He has received a report that suggest A-B-C type fire extinguishers may corrode aluminum if used on an aircraft. The Director responded, that the purpose of the extinguisher provided by the town in each T-hangar is to fight the widest variety of fires possible, and that protection is provided by A-B-C fire extinguisher. To further clarify the issue, he stated the town insures the premises, not hangar contents, and that tenants should feel free to provide additional fire extinguishers for contents.

**Finance** / Sidney Lissner, Dave Burton and Robert Jones / none

**Councilmatic** / Robert Zoldos, Councilmember / none

**Rules, Regulation, and Minimum Standards** / Bill Whyte / none

**VI. Director Report:**

- **West Side Safety** – The project has not been closed out pending punchlist items.
- **North Apron** – Paving is completed.
- **North Hangar Project** – Punch list items are being addressed.
- **Terminal Building Parking** - Some vehicle parking will be relocated to the North Apron to allow the contractor to work on two phases.
- **Corporate Hangar RFP** – This matter is under procedural review.
- **Terminal Building** – This project will break ground as soon as the Terminal Building Parking Lot is finished.
- **Space Rental Status** – Two grass tiedowns are currently available. 70 people on the tiedown list and 110 on the hangar wait list.
- **Security Review** – The Leesburg Police Department is conducting an in-depth security review of the Airport. A written report will be forth coming.

- **Heritage High School** – The school will be installing hoods on the athletic field lights to reduce glare.
- In response to the Director's Report, Mr. Lissner requested monthly financial reports. Mr. McNeeley stated he will be glad to furnish information utilizing the town's financial reporting system.
- Mr. Lissner stated he was surprised to learn about a Federal Grant of \$70,000 for promotion of the airport through a newspaper article instead of through staff. Mr. McNeeley responded that he had separately briefed both the Chairman and the Vice-Chairman about the grant at get-acquainted luncheons this summer. Mr. McNeeley said the newspaper article had misstated a number of facts. For example, the grant is indeed tentative and has not been awarded. He said it is a cooperative effort with the county, and that he would certainly provide more information as it becomes available.
- Mr. Lissner said staff had failed to inform the Commission about an upcoming airport open house event. Mr. McNeeley stated he was conducting two tours of the airport as part of the Town of Leesburg Customer Service Week, as opposed to a more elaborate open house event, and it was his understanding that information had already been circulated. He regretted any misunderstanding.
- Mr. Lissner raised a question regarding the role of the various parties in operating the airport.

## **VII. Old Business:**

- Three estimates for painting the south hangars were provided, \$48,500, \$36,750, \$47,300. Those bids were based on specifications provided by Sherwin – Williams.
- Roy Steinfort stated he would like to receive a fourth bid from a painting company he is familiar with. Staff will provide Mr. Steinfort with the Sherwin-Williams specifications.
- Bill Whyte questioned the wisdom of spending a significant sum of money to rehabilitate hangars that are at the end of their useful life and due for demolition..
- Mr. Lissner and Mr. Axeman agreed that expenses for the hangars should be carefully considered, and will leave it up to the Airport Director's discretion.

### **VIII. New Business:**

- Runway Design Project - this will consist of resurfacing not reconstruction. The current runway is 14 years old. Non-destructive testing will be done to determine the condition of the runway surface and subgrade before work begins.

### **IX. Public Comment**

- Gene Harrison suggested that during resurfacing the runway, it be extended to 6,000 feet.
- Sam Legard, stated that the waiting list for hangars at Winchester Airport contains 18 people from Leesburg.
- Ed Levine and a group of Leesburg pilots competed in the September 21<sup>st</sup> Plane Pull at Dulles Airport.
- Kenneth Maiden is an aircraft owner based at the airport and he stated his satisfaction with the services and pricing structure of Piedmont Hawthorne Aviation. He also commended the work done by town staff in operating the airport.
- The Airport Chairman and fellow Commission members picked Oct. 23 at 7:00 PM for a special Commission meeting to discuss the "Draft Hangar Lease". The Chairman asked Mr. Zoldos to invite the Town Attorney to attend this meeting.

### **X. Adjournment:**

At 8:25 pm a motion to adjourn was made by Mr. Sidney Lissner. Mr. Bob Jones seconded motion. All were in favor motion carried.